UNITED
NATIONS

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Secretariat

ST/AI/405
27 July 1995

ADMINISTRATIVE INSTRUCTION

To: Members of the staff payrolled from Headquarters

From: The Under-Secretary-General for Administration and Management

Subject: DIRECT DEPOSIT OF SALARY*

1. With effect from the end of October payroll, all salary payments to staff members holding contracts of six months or longer who are payrolled from Headquarters will be effected by means of direct deposit to a bank account of the staff member's choice.

2. Given the continuing financial difficulties faced by the United Nations, it is crucial to adopt measures to improve the efficiency of the Organization. Many steps have been taken over the years to streamline administrative procedures in order to reduce costs and improve internal controls. One area for further progress is to increase the use of the system of direct deposit for salary and other payments, since the production and distribution of cheques creates considerable work for the Treasury and for executive offices. Issuance of individual cheques is not only costly to the United Nations, it also requires staff to undertake time-consuming banking transactions and exposes them to the risk of loss or theft of cheques. The vast majority of staff members have elected to avail themselves of the convenience and security of direct deposit.

3. Under the system of direct deposit of salary, the United Nations can automatically deposit a staff member's salary into a checking or savings account in almost any financial institution in the United States of America. The staff member's salary will be automatically deposited to his or her account on pay-day, even if he or she is absent on sick leave, official travel or annual leave. The United Nations does not charge a fee for this service.

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* Personnel Manual index No. 13001.

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4. In confirmation of payment, staff members receiving direct deposits will be provided with a detailed end-of-month statement of earnings and deductions.

5. Those staff members who have not yet made arrangements for the direct deposit of their salaries must send a completed form for authorization for direct deposit of salary (annexed hereto) to the Cashier's Office no later than 6 September 1995.

6. Staff members who consider that their personal circumstances would justify an exception to this policy should submit a request for an exception to the Director, Financial Management Office, through their respective personnel officers. Such requests must explain the compelling reasons for the requested exception and be endorsed by the personnel officer concerned.

Annex

AUTHORIZATION FOR DIRECT DEPOSIT OF SALARY
(Please type or print - fill in completely)

To: Cashier's Office, room S-2770

From: _____
Staff member (last name, first name)

_____
Index number

_____
Extension

_____
Room number

Please arrange to deposit my salary as soon as possible into my

_____
Checking account number

or

_____
Savings account number

at _____

_____

_____
Name and address of financial institution

For financial institutions other than the United Nations Federal Credit Union or Chemical Bank, please provide your bank's American Banking Association (ABA) number. The ABA number can be obtained from your personal cheque (first nine digits in the lower left hand corner) or can be obtained from your bank.

ABA No._____

Signature:_____ Date:_____

UNITED NATIONS

ST

Secretariat

ST/AI/406
31 July 1995

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: COMPETITIVE EXAMINATION FOR PROMOTION TO THE PROFESSIONAL CATEGORY OF STAFF MEMBERS FROM OTHER CATEGORIES*

1. The present administrative instruction, which governs the competitive examinations scheduled to be held from 26 January to 2 February and in May 1996, supersedes administrative instructions ST/AI/396 and Add.1 of 29 June and 13 July 1994, respectively. It is issued pursuant to Secretary-General's bulletin ST/SGB/173 of 29 August 1979 and takes into consideration the reports of the Central Examination Board (CEB) on the previous examinations and the recommendations made by the Staff/Management Coordination Committee as a result of its review of the procedures governing the competitive examination.

2. The purpose of the present instruction is to set out policies and procedures governing the selection of occupational groups for which the examination will be held, the selection of posts at the P-2 level subject to geographical distribution to be filled by promotion through the examination, the eligibility requirements for staff members wishing to sit for the examination, the organization of the examination and the selection and promotion of successful candidates. The selection of staff to fill Professional posts with special language requirements, such as posts of translators and editors, will continue to be made through separate competitive examinations.

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* Personnel Manual index No. 4361.

Selection of posts

3. The Office of Human Resources Management, taking into account information provided by departments and offices at all duty stations, has established projections of the P-2 posts subject to geographical distribution that will be or are expected to become available in the 12 months preceding placement. On the basis of these projections, CEB has made an initial identification of the occupational groups for which the examination is to be held, namely:

Administration

Electronic data-processing

Finance

Political affairs

Public information

Statistics

4. The written portion of all examinations will be held from 26 January to 2 February 1996.

5. The total number of posts to be selected for this purpose will be approximately 30 per cent of the number of P-2 posts subject to geographical distribution that became available during the previous calendar year. The remaining P-2 posts will be filled through the recruitment of external candidates or the reassignment of staff members already in the Professional category.

6. Prior to the oral examination, candidates convoked for that part of the examination will receive from the Office of Human Resources Management a list, approved by CEB, of all the posts available in the relevant occupational group and will be requested to indicate in order of preference those posts for which they wish to be considered. In addition to the list of posts, candidates will also receive a description of the functions for those posts. It should be noted that an expression of preference by a candidate for a particular post at a given duty station indicates the staff member's readiness to serve in that post at the duty station where it is located, if successful in the examination. The oral examination will not be held before the list of posts is available for distribution to the candidates concerned.

Applications

7. Staff members are invited to apply for no more than two of the occupational groups in which the examination is to be held. An application form is annexed to the present instruction.

Eligibility requirements

8. The competitive examination is open to all staff members in the General Service and other categories, including the Field Service category up to and including the FS-5 level, provided that they have a minimum of five years' continuous service in the Secretariat, have a satisfactory record of performance (the most recent performance evaluation report must also be submitted with the application), have a contract valid until at least 30 June 1996 and meet the requirements set out below. It should be noted that short breaks in service may be allowed at the discretion of CEB.

9. For those staff members who have served a minimum of five years of continuous service in the Secretariat by 31 December 1995 the following shall apply: they must hold at least a first-level university degree equivalent to a bachelor's degree, proof of which must be furnished with the application form. CEB will determine the eligibility of all applicants in consultation with the Office of Human Resources Management.

10. In order to protect the acquired rights of long-serving staff, it has been decided that for those staff members who had served AT LEAST FIVE YEARS by 31 December 1989, the following requirements shall apply: they must submit with their application acceptable evidence of post-secondary academic qualifications.

11. For those staff members who have sat for previous competitive examinations, the following shall also apply, in addition to the requirements stipulated in either paragraph 9 or 10 above:

(a) They must have achieved a mark of at least 30 per cent in the overall written portion of the previous examination in the occupational group(s) for which they are now applying;

(b) In cases where the staff member did not obtain 30 per cent, the staff member should submit to CEB tangible proof in detail of their preparations for the new examination (e.g., transcripts of university level courses, material used, field work). Failure to submit such evidence will result in the staff member's ineligibility to sit for the examination.

12. Staff members who had previously served continuously for at least five years with the United Nations Secretariat, had resigned and, by 31 December 1995, would have served continuously for at least three years since their reappointment will also be considered eligible, provided that they meet the other requirements.

13. Staff members who have been found ineligible by CEB to sit for the examination will be informed of the reason for that decision. Staff members who have cause to believe that they have been unfairly excluded from participating in the examination may appeal to CEB for review. Such appeals must be received by CEB at Headquarters within 10 working days of the receipt of notification of rejection. In order to meet this deadline, candidates serving at offices away from Headquarters must submit their appeal to the Chairperson of CEB by telegram or fax (212) 963-3683.

Format and substance of the examination

14. The examination will be conducted in such a way as to take into account the cultural and linguistic diversity of the United Nations and will consist of both a written and an oral examination:

(a) Written examination (80 per cent of the marks). The written examination consists of two parts: part I, general examination; and part II, specialized examination. The general examination consists of section 1, analytical capacity; section 2, capacity to draft and to summarize; and section 3, international affairs. The general examination is a core examination which is common to all occupations. The specialized examinations test knowledge of the occupations;

(b) Oral part (20 per cent of the marks). The oral examination is designed to evaluate the following: the candidates' ability to communicate and convey their views in a clear, understandable and concise way; initiative; adaptability; negotiating skills and potential for leadership with respect to the relevance of these performance indicators to the functions concerned. Accordingly, cases, topics and questions used in the oral examination will be of a general nature, broadly related to the occupational group.

15. As a matter of principle, all the examination papers will follow a similar format. A standardized format will also be followed in the oral examination.

16. The written examination for a given occupational group will be administered simultaneously at all duty stations. It will be scheduled so as to permit all candidates who have applied for more than one occupational group to complete the required papers. Eligible candidates will be informed in writing of the exact date, time and location of the written examination. The use of non-programmable calculators is permitted in all parts of the examination. Staff members who have to sit for the examination outside established working hours will be granted compensatory time off.

Composition and responsibility of the Central Examination Board

17. CEB is composed of five members appointed by the Secretary-General: a chairperson selected from among staff serving at Headquarters, with the concurrence of the representatives of the staff; two members nominated by the representatives of the staff, one of whom will be from a duty station away from Headquarters; and two members nominated by the Assistant Secretary-General for Human Resources Management, one of whom will be from a third duty station. The membership of CEB for the fifteenth round of the examination will remain in office until the Board is reconstituted for the sixteenth round of the examination. CEB will have a non-voting ex officio member representing the Assistant Secretary-General for Human Resources Management. The composition of CEB will be announced in an addendum to the present administrative instruction.

18. CEB has the following responsibilities:

(a) To oversee the procedures and arrangements for the examination;

(b) To screen all applications and determine the eligibility of candidates to sit for the examination;

(c) To review appeals and complaints of candidates regarding the examination process;

(d) To select and approve, on the basis of a list of projections provided by the Office of Human Resources Management, the posts to be filled through the competitive examinations;

(e) To review and decide upon recommendations made by the specialized boards, especially on arrangements for the marking of papers; recommendations on which candidates are to be convoked to the oral examination, based on results of the written examination; recommendations on the attainment of the minimum professional standards required for promotion and recommendations for the promotion of successful candidates;

(f) To establish the final ranking of candidates and then, taking into account the expressions of preference by the candidates, to assign the posts to the successful candidates;

(g) To make recommendations to the Secretary-General regarding procedures for and possible improvements in future examinations;

(h) To decide, pursuant to paragraph 3 above, which occupational groups will be selected for the next examination.

Composition and responsibility of the specialized boards

19. A specialized board of examiners will be set up for each occupational group selected for the examination. An additional board of examiners will be set up to mark the general examination paper. Specialized boards will normally be composed of staff members of the Secretariat; however, staff members of the specialized agencies or outside experts may also be employed in agreement between representatives of the Secretary-General and representatives of the staff.

20. Each specialized board of examiners will be appointed by the Secretary-General and will consist of a chairperson elected by the members of the specialized board, at least two members nominated by the Assistant Secretary-General for Human Resources Management and an equal number of members nominated by the representatives of the staff. Each specialized board will have a non-voting ex officio member representing the Assistant Secretary-General for Human Resources Management.

21. Under the overall responsibility of CEB, the specialized boards will:

(a) Mark the written examination;

(b) Report to CEB the results of the written examination, which will consist of the consolidated mark of the general paper and the specialized papers;

(c) Make recommendations to CEB regarding the minimum professional standard required;

(d) Recommend to CEB the number of candidates (who are not identified by name) to be convoked to the oral examination for each occupational group, based on the results of the written examination;

(e) Conduct the oral examination;

(f) Recommend to CEB the final ranking of candidates (who are not identified by name) in order of merit by occupational group, based on the total of the combined results of the written and oral examinations.

Responsibility of the Examinations and Tests Section

22. In accordance with Secretary-General's bulletin ST/SGB/Organization, section P (II), the Examinations and Tests Section has administrative responsibility for conducting the examinations.

23. Based on the recommendations of the Staff/Management Coordination Committee, as approved by the Secretary-General, and in close cooperation with CEB, the Examinations and Tests Section is responsible for:

(a) Ensuring the preparation and validity of examination materials;

(b) Ensuring the confidentiality of all materials and providing for security at all stages of the examination process;

(c) Coordinating with designated Secretariat staff the preparation of materials at different stages of the examination;

(d) Arranging for the issuance of an information circular and of sample examination papers;

(e) Making arrangements for simultaneous world-wide conduct of the examinations;

(f) Convoking all candidates to the written and oral examination, after consultation with CEB;

(g) Ensuring the objectivity of examination procedures at all stages of the examination, working in close cooperation with CEB and the specialized boards;

(h) Providing ex officio members for CEB, each specialized board and for the general paper as representatives of the Assistant Secretary-General for Human Resources Management;

(i) Working directly with consultants and at the same time ensuring maximum security;

(j) Arranging for the production and printing of all materials under maximum security conditions;

(k) Arranging for the dispatch of materials to, and storage at, examination locations, under maximum security conditions;

(l) Providing support and assistance to the examination at all stages.

Languages of the examination

24. In accordance with General Assembly resolution 37/235 D of 21 December 1982, candidates participating in the examination shall be permitted to take the examination in any of the working languages of the regional commissions, with due regard to the requisite proficiency in one of the working languages of the Secretariat. In order to demonstrate such proficiency, all candidates will have to take section 2 of the general paper in either English or French. Alternatively, candidates may elect to take the whole written examination in a working language of a regional commission other than English or French and to sit for a special language test in either English or French. Normally, the oral examination must be taken in either English or French. However, candidates may also opt to take the portion of the oral examination dealing with the ability to communicate in one of the official languages of the regional commissions other than in English or French. Additional information on the format of the written examination as well as lists of topics that may be helpful in preparing for the examination will be included in a separate information circular and will, to the extent possible, be made available in all the languages of the regional commissions. Sample questions are available at all duty stations.

Marking of the examination

25. The specialized board of examiners for each occupational group will organize the marking of the examination papers, which will remain anonymous. Each specialized board will then submit to CEB a list of the candidates (who are not identified by name) in ranking order, with its recommendation on the number of candidates to be convoked to the oral examination on the basis of the results of the written examination. The number of candidates convoked for the oral part of the examination will normally be three times the number of posts available in that occupational group, it being understood that more or fewer candidates may be convoked if CEB considers it to be warranted. The oral examinations will be graded separately by each member of the specialized board of examiners interviewing the candidates, without taking into account the grading of the written examination.

26. The candidates for each occupational group will be ranked on the basis of their combined scores in the written and oral parts of the examination. Bearing in mind the provision of Secretary-General's bulletin ST/SGB/173 that the competitive examination procedure is to "provide eligible staff members with an opportunity to compete for selected posts for which they qualify" and taking into account the level of difficulty of the examination as a whole, the specialized boards will make recommendations as to the level above which the candidates will be considered to be qualified to perform at the Junior

Professional level. The final ranking of the candidates by occupational groups will be established by CEB on the basis of these recommendations. The recommendation concerning the qualification of candidates to perform at the Junior Professional level and the final ranking will be carried out with full respect for anonymity.

Allocation of posts and promotion

27. Successful candidates will be promoted against the posts selected for the examination. The Office of Human Resources Management, in cooperation with CEB, will be responsible for the assignment of successful candidates to posts in the occupational groups in which they have succeeded after taking into account, in order of priority, the ranking of the candidates in the examinations and the stated preferences of the candidates. In the event that within an occupational group there is an unused post (or posts) because there were insufficient candidates meeting the requirements to perform at the Junior Professional level, the unused quota would be allocated to the occupational group that has the largest number of unplaced successful candidates, up to the limit of available posts in that occupational group. Should there be two or more occupational groups with the same number of successful unplaced candidates, the unused quota would then be allocated to that occupational group with the smallest number of candidates who have been placed.

28. CEB will make the final recommendations to the Secretary-General with regard to the assignment of successful candidates. When approved by the Secretary-General, the recommendations of CEB will be implemented.

29. Successful candidates will normally be expected to serve at least three years in their new post. Candidates who do not wish to be assigned to the post or posts available to them relinquish ipso facto their claim to promotion under the competitive examination and consequently the next ranked unplaced candidate who has been certified as having met the minimum professional standard for promotion will be offered the post after confirmation by CEB. If a candidate who is promoted separates from the Organization within six months of the implementation of the promotion, the next-ranked unplaced candidate who has been certified as having met the minimum professional standard for promotion will be offered the post after confirmation by CEB. In the event that no candidate is available in the relevant occupational group, the unused quota should be allocated to the occupational group that has the largest number of unplaced successful candidates, up to the limit of available posts in that occupational group. Should there be two or more occupational groups with the same number of successful unplaced candidates, the unused quota would then be allocated to that occupational group with the smallest number of candidates who have been placed.

30. After the approval of the Secretary-General of the recommendations of CEB, no additional posts will be considered for placement of candidates from that year's G-to-P examination.

31. All successful candidates in the competitive examination for promotion to the Professional category of staff members from other categories will be recommended for promotion to the P-2 level. The salary step at the P-2 level will be determined on the basis of staff rule 103.9 on salary policy in

promotions. At duty stations where a General Service staff member's remuneration, when computed for promotion purposes under that rule, exceeds the ceiling step of P-2, the staff member will be paid a personal transitional allowance in an amount sufficient to meet the requirements of that rule. As a result of the post adjustment system, a loss in net compensation may be experienced for staff who change duty stations.

32. The names of the successful candidates placed will appear in the information circular on appointments, promotions and other staff changes, which is issued on a regular basis. The effective date of promotion of the successful candidates will be the first day of the month in which they assume the functions of the post for which they have been selected.

Informing candidates of results

33. The Examinations and Tests Section will, upon completion of the examination, communicate in writing to all candidates their ranking achieved in each section of the written examination as well as whether or not they achieved a mark of 30 per cent or higher in the overall written part of the examination. Those candidates who have taken the oral examination will also be given their ranking in that part of the examination. The Office of Human Resources Management will also issue a general report on the conduct and results of the examination to the staff.

General

34. Staff members who have complaints with respect to the procedures and arrangements for the examination should contact CEB within 10 working days of the event which gave rise to the complaint.

35. The Office of Human Resources Management will provide a secretariat to service the boards.

36. In the light of experience with the examinations, the procedures will be reviewed and modified as necessary.

Annex

APPLICATION FOR THE COMPETITIVE EXAMINATION FOR PROMOTION TO THE PROFESSIONAL CATEGORY OF STAFF MEMBERS FROM OTHER CATEGORIES

(United Nations Secretariat staff members only)

All correspondence with candidates will be conducted on the basis of the information given. IT IS THE RESPONSIBILITY OF THE CANDIDATES TO INFORM THE SECRETARY OF CEB OF ANY CHANGES IN THE INFORMATION INDICATED IN THE APPLICATION FORM.

N.B. The deadline for receipt of applications by CEB (United Nations Headquarters) is 13 October 1995.

SECTION I. PERSONAL DATA

Please type or print legibly.

Last name (family name): |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

First name: |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

Date of birth: Day |_|_| Month |_|_| Year |_|_|_|_|

Sex: F ☐ M ☐ Index No. |_|_|_|_|_|_| a/

Nationality: |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

Category: |_|_| Present level: |_|_|

Date of entry in United Nations Secretariat: Day |_|_| Month |_|_| Year |_|_|_|_|

Type of appointment: Fixed term ☐ Probationary ☐ Permanent ☐

Expiration or review date: Day |_|_| Month |_|_| Year |_|_|_|_|

Main language: (Mother tongue) |_____|

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Please check below the occupational group(s) for which you wish to take the examination. You may apply for no more than two occupational groups.

ADMINISTRATION ☐ ELECTRONIC DATA-PROCESSING ☐ FINANCE ☐

POLITICAL AFFAIRS ☐ PUBLIC INFORMATION ☐ STATISTICS ☐

Date of latest performance evaluation report: Day [ ][ ] Month [ ][ ] Year [ ][ ][ ][ ] b/

Please submit a copy of your latest performance evaluation report with your application.

Duty station: _____

Organizational unit: c/ _____

Department/Office: _____
(write in full)

Room No.: _____ Telephone No.: _____

Home telephone No.: _____ (Because of time differences at duty stations away from Headquarters, candidates are requested to indicate their home telephone number in order to facilitate communications of an urgent nature.)

1. Have you applied to take previous G-to-P examination(s)? Yes ☐ No ☐

2. Were you convoked to sit for previous G-to-P examinations? No ☐

If yes, WHEN? 1979 ☐ 1981 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐
1987 ☐ 1988 ☐ 1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐ 1994 ☐

WHAT OCCUPATIONAL GROUP(S)?

If yes, did you actually take the examination? No ☐

Yes, in: 1979 ☐ 1981 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐
1987 ☐ 1988 ☐ 1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐ 1994 ☐

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a/ Usually appears on your monthly salary statement, P.5 forms or grounds pass; if not, please contact your Personnel Officer to obtain your number.

b/ Must be within the normal reporting period of three years.

c/ Please select from this list: Headquarters, ECA, ECE, UNDRO, HR, UNOG, UNCTAD, UNOV, UNIC, ESCAP, ECLAC, ESCWA, UNTSO, UNMOGIP, UNIFIL, UNCHS or other (specify).

SECTION II. EDUCATION

List your qualifications at the secondary and post-secondary levels, indicating the certificate, diploma or degree received.

Written proof of post-secondary education MUST BE ATTACHED to this application. (Send photocopies, do not send any originals.) FAILURE TO PROVIDE PROOF WILL MEAN THAT THE APPLICATION WILL BE DISREGARDED.

Candidates who applied to take last year's G-to-P examination and have nothing new to add to this section may substitute a photocopy of section II of last year's application or may indicate that the information is on file by checking here _____.

CERTIFICATE, DIPLOMA OR DEGREE Exact title in original language. For work towards a degree, please list number of credits	INSTITUTION NAME PLACE COUNTRY	PERIOD OF STUDY Month Year	DESCRIPTION OF COURSES OR MAIN FIELD OF STUDY
Secondary studies		From: 19	
		To: 19	
Post-secondary studies		From: 19	
		To: 19	
		From: 19	
		To: 19	
		From: 19	
		To: 19	
		From: 19	
		To: 19	

If you need more space, attach additional pages.

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SECTION III. LANGUAGES

If you have successfully passed a United Nations language proficiency examination (LPE), please indicate the year you obtained the certificate. If you did not pass the LPE, indicate your level of ability below, using the following code letters: A = fluently, B = quite easily, C = not easily.

If you are or have been enrolled in any language courses, please indicate the institution and the highest level completed or the diploma obtained.

Language	LPE year	Read	Understand	Speak	Write	Institution and diploma (period(s) of study)

SECTION IV. OCCUPATION(S) FOR WHICH YOU ARE APPLYING

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

Sex: F ☐ M ☐

Index No.: _____

Please check below the occupational group(s) for which you wish to take the examination. You may apply for no more than two occupational groups.

ADMINISTRATION ☐ ELECTRONIC DATA-PROCESSING ☐ FINANCE ☐

POLITICAL AFFAIRS ☐ PUBLIC INFORMATION ☐ STATISTICS ☐

Indicate the language in which you wish to take the examination:

(a) Written part, general paper, sections 1 and 3 ☐

(b) Written part, general paper, section 2 ☐

(c) Written part, specialized paper ☐

(d) If you plan to take the portion of the oral examination dealing with ability to communicate in a working language of one of the regional commissions other than in English or French, please indicate the language ☐

(Write language in full for each part of the examination in appropriate boxes.)

If you plan to write section 2 in a working language of a regional commission, other than in English or French, please indicate in which of the working languages of the Secretariat you wish to take the special language test.

English ☐ French ☐

Main language (Mother tongue) ☐

Highest educational level:

High school ☐ Post-secondary ☐ BA ☐ MA ☐ Other (Ph.D., etc.) ☐

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SECTION V. CERTIFICATION OF ACCURACY OF INFORMATION PROVIDED

Fully completed applications, together with proof of post-secondary education and of language ability (if you did not pass LPE or are not enrolled in a United Nations course), must be received by CEB NO LATER THAN 13 October 1995 in a sealed envelope marked CONFIDENTIAL, addressed to:

CENTRAL EXAMINATION BOARD SECRETARIAT
Office of Human Resources Management - Room S-2535F
United Nations Secretariat
New York, N.Y. 10017, USA

For duty stations outside New York, please use the United Nations pouch.

IMPORTANT: APPLICATIONS THAT ARE INCOMPLETE OR DO NOT INCLUDE ESSENTIAL INFORMATION MAY BE REJECTED.

I certify that the above information is correct to the best of my knowledge and I understand that any misrepresentation would lead to my elimination from the examination and to possible disciplinary action. I further understand that it is my responsibility to report immediately any changes in the above information to the Central Examination Board.

Date: _____ Signature: _____

List enclosures: _____

_____

_____

_____

_____

_____

_____

_____

☐ MOST RECENT PERFORMANCE EVALUATION REPORT

COMPETITIVE EXAMINATION FOR PROMOTION TO THE PROFESSIONAL CATEGORY OF STAFF MEMBERS FROM OTHER CATEGORIES

The information below will be used as your mailing label; please print or write legibly.

CEB STAMP

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

You are responsible for immediately reporting any subsequent changes in your address to the Secretary of CEB.

This portion will be returned to you as an acknowledgement of receipt of your application.

UNITED NATIONS **ST**

Secretariat

ST/AI/407
1 August 1995

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: SMOKING AT UNITED NATIONS HEADQUARTERS, NEW YORK*

1. In the past several decades, researchers and health authorities all over the world have clearly established the fact that tobacco smoke is a dangerous environmental pollutant. Its inhalation by those who do not smoke may be detrimental to their health - the phenomenon which has come to be known as "passive" or "second-hand" smoking. Certain parts of tobacco smoke can be recirculated through the ventilation system in a closed environment and be responsible for environmental tobacco smoke (ETS) pollution. Exposure to ETS at the workplace is the leading cause of ill health due to passive smoking. The World Health Organization (WHO) has expressed its concerns about the involuntary exposure of people to tobacco smoke in the workplace and has issued a statement in order to protect the fundamental rights of non-smokers to breathe healthy air, free from pollutants, at their work. At the forty-sixth World Health Assembly, WHO called upon the international organizations of the United Nations system to prohibit tobacco smoking on their premises (resolution WHA 46.8).

2. The policy announced in information circular ST/IC/87/54 in 1987 to regulate smoking at United Nations Headquarters has not fulfilled its expectations in terms of enabling the Organization to provide a healthy work environment free from ETS. Many staff members have expressed their dissatisfaction with the application of this policy and have called for a stricter policy, including a total ban on smoking at Headquarters.

3. The United Nations as an employer fully recognizes its responsibilities for employee health and welfare and does have a moral obligation to provide a healthy work environment for its staff. With this in mind, effective

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* Personnel Manual index No. 13210.

24 October 1995, smoking will be permitted only in the following areas, under the conditions described:

(a) Delegates' Dining Room. Thirty per cent of the Delegates' Dining Room will remain as a smoking area. The smoking and non-smoking areas will be clearly marked;

(b) North Lounge. Smoking will be permitted only in the easternmost third of the Lounge, including the Coffee Shop;

(c) Larger conference rooms. Although permitted, smoking will be discouraged in the larger conference rooms. The complete ban on smoking in the smaller and medium-size conference rooms, in existence since 1985, will continue. It will be the responsibility of the chairpersons of meetings in these rooms to request compliance with these policies;

(d) Staff Lounge/Secretariat Building. Smoking will be permitted in the Staff Lounge, except the area adjacent to the main cafeteria in the Secretariat Building;

(e) Staff Lounge/DC1 Building. Smoking will continue to be permitted in the limited areas so marked.

4. All smoking and smoke-free public areas will bear appropriate signs. All necessary measures will be taken to ensure fire safety in areas where smoking is permitted.

5. All smokers among the staff and delegates who wish to stop smoking and need support in doing so are encouraged to contact the Medical and Employee Assistance Division, Office of Human Resources Management (extension 3-7080). Advice will be provided in identifying and arranging for the appropriate assistance.

6. The present administrative instruction supersedes circular ST/IC/87/54 of 26 October 1987.

UNITED
NATIONS

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Secretariat

ST/AI/408
1 August 1995

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: INTRODUCTION OF STAGGERED WORKING HOURS AT HEADQUARTERS*

1. The purpose of the present administrative instruction is to introduce staggered working hours for United Nations staff employed at Headquarters, as of 1 August 1995, on a trial basis. The scheme is designed to allow working hours to be adjusted to both the individual needs of staff members and the requirements of the service, without interfering with the efficiency of the Organization.

2. The normal working week in New York shall remain five days of eight and one-half hours (eight hours when the General Assembly is not in session), with a break of one hour for lunch. Except for staff on authorized absences or sick leave, all staff must be present during a "core period" from 10 a.m. to 4 p.m., the lunch hour beginning not earlier than 11.30 a.m. and ending not later than 3 p.m. The remaining two and one-half hours of work (two hours when the General Assembly is not in session) may be scheduled at any time before, after, or partly before and partly after, the core period.

3. Staff members shall advise their supervisors of their personal preferences with respect to the scheduling of non-core hours. Supervisors, after taking into consideration the needs of the service and the requests received from other staff members, shall decide whether and to what extent the personal preferences of each staff member can be accommodated. Normally, and in order to allow for proper work planning and monitoring of the system, individual schedules will be for a minimum period of one month, to be set in advance. Supervisors are requested to be as responsive as possible to the needs of the staff under their supervision.

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* Personnel Manual index No. 1231.

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4. Each supervisor, in consultation with the Executive Office, shall establish a monitoring mechanism to ensure that individual work schedules are respected. Staff members have the duty to observe their individual work schedules and to record their times of arrival and departure in accordance with the established monitoring mechanism.

5. All aspects of the new system will be reviewed and assessed after being in operation for one year. Depending on the results of the assessment, the system of staggered hours may be maintained and used as a first step towards the introduction of a broader concept of flexible time.

UNITED
NATIONS

ST

Secretariat

ST/AI/409
4 August 1995

ADMINISTRATIVE INSTRUCTION

To: Heads of departments and offices

From: The Under-Secretary-General for Administration and Management

Subject: RESTRUCTURING OF SECRETARIAT DEPARTMENTS AND OFFICES

1. In connection with the implementation of section I.E of General Assembly resolution 48/218 A, of 23 December 1993 on the review of the efficiency of the administrative and financial functioning of the United Nations, the Secretary-General submitted to the General Assembly, at its forty-ninth session, his report entitled "Establishment of a transparent and effective system of accountability and responsibility" (A/C.5/49/1).

2. In paragraph 27 of that report, the Secretary-General, inter alia, stated that "A number of Secretary-General's bulletins in the ST/SGB/Organization series have been reviewed and revised as necessary, particularly those relating to areas of the Secretariat that have been affected by the restructuring. The work is continuing and it is expected that, by the end of the year [1995], most of the required bulletins will be issued". Accordingly, it is essential that programme managers submit, in line with their approved medium-term plan/revised medium-term plan and the guidelines provided in the new format for the medium-term plan (1998-2001), in particular, paragraphs 6, 10 and 11, a draft of their authorized functions along with the proposed organizational structure to this Office no later than 30 September 1995. The instruction does not apply to those organizational units for which the appropriate section of ST/SGB/Organization has been issued since 1993.

3. Starting with departments and offices affected by structural changes, the updating of most of the Organization Manual is targeted for completion by December 1995. Requests for revisions to the approved organizational structure and functions of the Secretariat departments and offices shall be based on the stipulation of regulation 3.11. 1/ This regulation provides, inter alia, that the medium-term plan shall be revised as necessary every two years to incorporate required programme changes, and that the proposed revisions shall be as detailed as required to incorporate the programme implications of the

resolutions and decisions adopted by the intergovernmental organs or international conferences since the adoption of the plan.

4. In order to maintain a uniform approach in preparing and drafting the Organization Manual, the programme managers should follow the attached guidelines. The Organization Management Unit which is established in the Office for Human Resources Management will provide advice on the preparation of the Organization Manual and will ensure that proposals for reorganization meet established guidelines and norms and assist the departments and offices in eliminating duplication of activities and overlap within, and with, other organizational entities performing similar tasks.

5. Authorized and approved texts of the functions and organizational structure of departments and offices are published in separate sections which will constitute the final form of the Organization Manual of the Secretariat.

6. The present administrative instruction supersedes document ST/AI/346 of 5 November 1987, effective immediately.

Notes

1/ Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation (ST/SGB/PPBME Rules/1(1987)).

Annex

GUIDELINES FOR THE PREPARATION OF ST/SGB/ORGANIZATION

1. A compilation of guidelines and procedures for the preparation of the Organization Manual is provided below. These guidelines are intended to provide a standardized road map for programme managers in establishing an organizational structure along functional lines, minimizing duplication and overlap within, and with, other organizational entities performing similar tasks.

2. The Organization Manual is a management tool and should contain standardized descriptions of the functions, overall responsibilities and the structure of those departments/offices that are financed fully or partly from the regular budget of the United Nations. It does not, therefore, include descriptions of functions and organization of units that are exclusively supported by extrabudgetary funds or are autonomous.

How to prepare the Organization Manual

3. The step-by-step instructions provided below should be followed in the preparation of various segments of the draft organizational structure and functions of the departments/offices of the Secretariat:

(a) Overview

A brief historical background of the office/department and a reference to its legislative authority;

(b) Mandate

A statement of goals and objectives of an organizational entity as approved by the General Assembly and as identified in the medium-term plans/revised medium-term plans;

(c) Description of functions

Each organizational element should be properly linked with the implementation of its mandated tasks. The nature of its mandated tasks are identified in the medium-term plans/revised medium-term plans. The tasks assigned to an organizational entity should be in conformity with its mandated output. According to instructions providing for the new format of the medium-term plan for 1998-2001, subprogrammes should correspond to organizational units, normally at the level of a division, in order to ensure appropriate coordination, and to avoid duplication of activities within and with other organizational elements of an office or department. An overall coordination mechanism in the immediate "Office of the Head" is essential to ensure proper monitoring, oversight and accountability functions;

(d) Main organizational elements

This section should contain a description of functions entrusted to the following entities:

(i) "Head" of the department/office (Under-Secretary-General/ Assistant Secretary-General);

(ii) Office of the Head;

(iii) Executive/administrative unit(s);

(iv) Other components, i.e.: Centre, Division, Branch, Section, Unit;

A model statement is provided in appendix I:

Special functions of the Head

4. The general administrative and managerial tasks of the Head of a department/office are described in the Introduction to the Organization Manual and, therefore, need not to be repeated in the draft submission. All specific/ substantive functions performed by the Head, however, may be listed in this section;

Special functions of the Deputy

5. Similarly, the description of common responsibilities assigned to a Deputy is also provided in the Introduction to the Organization Manual. All substantive and specialized functions assigned to this post, should, however, be enumerated;

Office of the Head

6. The Office of the Head of the department/office (Office of the Under-Secretary-General, Office of the Executive Secretary, etc.) is a separate entity from the position of Under-Secretary-General/Assistant Secretary-General. Normally, in such offices, there are one or two Professional staff members who provide staff support services to the Head. This may typically include a Special Assistant. Exceptionally, individual posts/organizational elements bearing a collective name (unit, section, etc.), with specific substantive functions, may be located within such offices if the functions of the individual post(s)/organizational elements do not fit into any of the line elements or if the elements are too small to be set up as a discrete line element. The description of functions of these posts/elements should, therefore, be included in the tasks of these offices. Appendix II provides various options;

Executive office or administrative unit

7. The functions of an executive office or administrative unit are also described in the Introduction to the Organization Manual. The usual practice for these units is to report directly to the Head of an organizational entity. If administrative officers attached to the department/office are not identified by any collective term (e.g. unit), their functions should be included in the

description of the Office of Under-Secretary-General/Assistant Secretary-General of the Department;

Other components/organizational elements

8. In describing the functions of the substantive and specialized units, it is essential that the objectives of the programme/subprogrammes and the course of actions specified for their implementation in the medium-term plan be taken into account. Appendix I may serve as a model;

Organizational chart

9. The narrative on the organizational structure and the functions should be accompanied by an organizational chart identifying the structure, substructures of a department/office, its administrative hierarchies and its chain of command (a sample chart is provided in appendix III). It is important to ensure that the description of functions follows the chain of command of the organizational elements. In preparing an organizational chart, the organizational nomenclature standards should be applied (see appendix IV):

Basic information required for review of ST/SGB/Organization submissions

10. In accordance with the provisions of bulletin ST/SGB/150/Rev.1, the draft organizational structure and description of functions of all organizational entities should be submitted to the Office of the Under-Secretary-General for Administration and Management for review and approval. It is essential, therefore, that the draft submissions are accompanied by the following documents, wherever feasible:

(a) A detailed incumbency/staffing table, including an appropriate title for each post, its source of funding (regular/extrabudgetary) and the duration for which such posts are made available to the organizational unit;

(b) Job descriptions: official job descriptions (if available) for head of department/office, the deputy, staff office, executive office/administrative unit and line supervisors;

(c) A combined organizational chart and staffing resources for each organizational element;

(d) Copies of relevant portions of medium-term plan/revised medium-term plan, General Assembly resolutions and other legislative instruments and directives;

(e) Clear definition of each substantive unit and specific elements of medium-term plan and its assigned output.

Publication and distribution

11. Upon completion and approval by the Secretary-General of the document containing the text of the organizational structure and functions (ST/SGB/Organization), it will be issued in the six official languages of the United Nations and published as an official document of the Secretariat.

12. The Organization Manual is addressed to members of the staff. This includes all members of the staff appointed by the Secretary-General under the Staff Regulations and Rules who should have easy access to the Manual and should know of its existence and availability. Distribution of the Manual and related material within departments is the responsibility of executive/administrative officers. Supervisory personnel at all levels are expected to retain a copy of the Manual for reference purposes.

Appendix I

MODEL STATEMENT OF FUNCTIONS AND ORGANIZATION

DEPARTMENT/OFFICE OF _____

An overview

(Please provide a short historical background and a reference to the relevant legislative mandate of the office)

Example

The Economic and Social Commission for ___ and the ___, formerly known as the Economic Commission for ___ and the ___, was established under Economic and Social Council resolution ___. The functions of ___, as well as of other regional commissions, are described in their founding resolution referred to above, as well as in General Assembly resolution ___.

Mandate a/

The broad functions of the secretariat of ___ are as follows:

To provide substantive and secretariat services for the Commission and its subsidiary organs;

To undertake studies, research and other activities within the Commission's terms of reference;

To provide advisory services to Governments and intergovernmental organizations at their request;

To contribute to the planning and organization of programmes of technical cooperation;

...

Organizational elements and their functions

Executive secretary (Under-Secretary-General)

Performs the functions of a Head of a department/office, as described in the Introduction to the Organization Manual. In addition (describe his/her specialized/substantive functions), e.g.;

Carries out special tasks that may be assigned by the Secretary-General;

Identifies broad strategies required for the development and integration of the region in the world economy;

Promotes the adoption of such strategies in the programme of work of the Commission;

...

Deputy (if any) to the Head of the department/office

Performs the functions of a Deputy, as described in the Introduction to the Organization Manual. In addition (describe his/her other functions), e.g.;

Serves as the Chairman of the Project Review Committee and advises the Executive Secretary on all substantive matters;

...

(a) Office of the Under-Secretary-General, Assistant Secretary-General, etc. (including the function of the Special Assistant)

Performs the functions of a staff office as described in the Introduction to the Organization Manual. In addition describe other functions (if any) ...

(b) Secretary of the Commission

Initiates and ensures the provision of secretariat services to the Commission;

Ensures the timely submission of documents to the Commission, its substantive subsidiary bodies and ...

(c) Executive/administrative office, if any

Performs the function of an administrative/executive office, as described in the Introduction to the Organization Manual.

(d) Programme Planning and Evaluation Division (Section)

Provides assistance to various organizational units of the secretariat of the ___ in the formulation of medium-term plans and in preparation of their programme budget proposals, taking into account mandates emanating from the Commission;

Establishes procedures for systematic monitoring and evaluation of the progress made in the implementation of work programmes and obtains progress reports from organizational units and assists the ___ in reviewing these reports;

...

This organizational entity comprises two units, namely, ...

1. Division of ...

The Division is responsible for the promotion of regional and subregional cooperation in the development of natural resources. It also provides assistance in the formulation of policies and measures for the proper management of land, water and energy resources and assists in the application of environmentally sound technologies in the development of natural and mineral resources in the region. b/

The Division consists of three components, namely, the "Water Research" Section, the "Mineral Resources" Section and the "Energy" Unit.

1.1 "Water Research" Section

Reviews the progress of development of non-conventional water resources in the countries of the region;

Studies the barriers to the adoption of new technologies in the development of such water resources;

Suggests policies and techniques for overcoming the barriers and further development of water resources;

1.2 "Mineral Resources" Section

Provides technical assistance to member States in the compilation, collation and analysis of data, preparation and publication of cartographic inventory atlases, specialized data, maps and remote-sensing capabilities;

Provides assistance in developing and strengthening technical and manpower capabilities among the member States for the effective exploration, inventory, evaluation, planning, management and utilization of mineral resources;

Cooperates with other international organizations and development agencies in efforts to promote the transfer of technology to developing countries for mineral resources management.

Notes

a/ Source: Medium-term plan, goals and objectives of the programme activity.

b/ Subprogramme(s) ___ of programme ___ of the medium-term plan (199_-199_).

Appendix II

OFFICE OF THE HEAD

(Under-Secretary-General, Assistant Secretary-General,
Executive Secretary, etc.)

Model A

(a) Office of the Under-Secretary-General, Executive Secretary, etc.

Performs the functions of a staff office, as described in the Introduction to the Organization Manual.

...

Model B

(a) Office of the Under-Secretary-General, Executive Secretary, etc.

Performs the functions of a staff office, as described in the Introduction to the Organization Manual;

Carries out (describe the substantive functions of officers included in the office);

Performs the functions of an administrative unit, as described in the Introduction to the Organization Manual.

...

Model C

(a) Office of the Under-Secretary-General, Executive Secretary, etc.

(i) Officers providing staff support services

Performs the function of a staff office, as described in the Introduction to the Organization Manual. In addition (describe substantive functions of above-mentioned and other officers, if any).

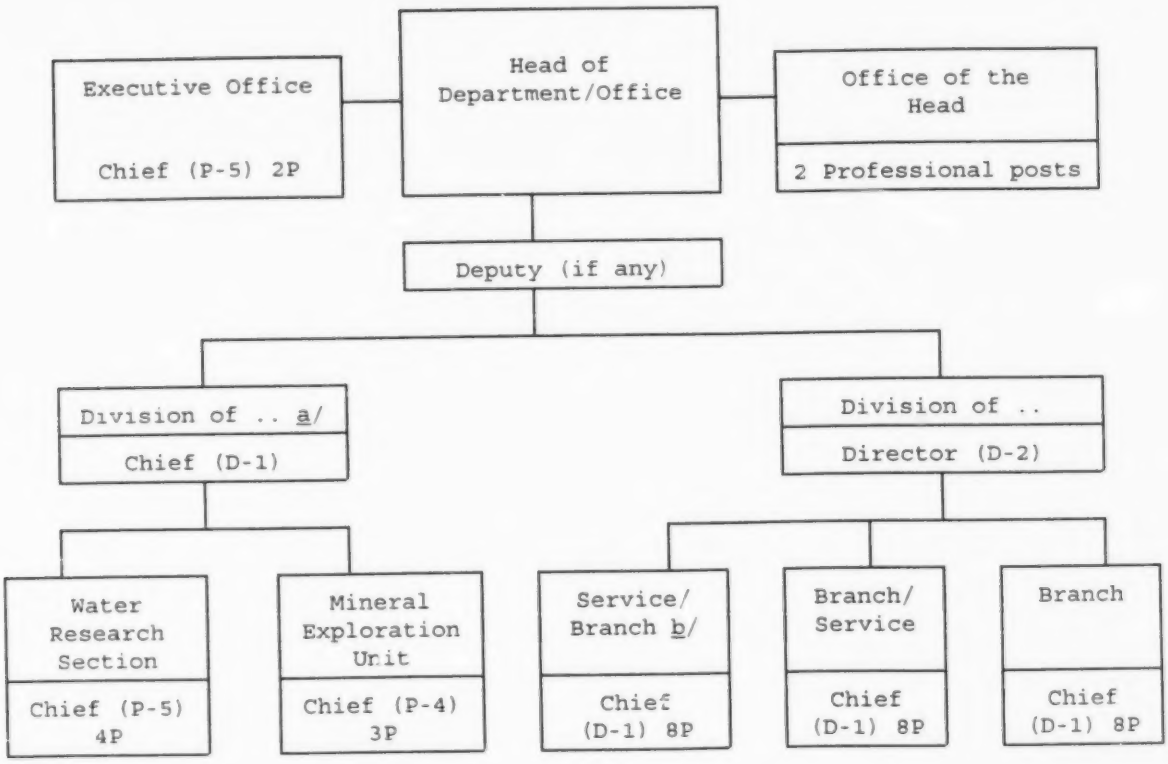
...

Appendix III

ORGANIZATION AND STAFFING CHART

Department/Office of ...

(A sample)



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a/ For regional commissions, Divisions are headed at the D-1 level, and consist of a minimum of eight Professional posts.

b/ The terms "Service" and "Branch" are not applicable to the regional commissions.

/ ...

Appendix IV

NORMS ESTABLISHED BY THE SECRETARY-GENERAL FOR ORGANIZATIONAL NOMENCLATURE a/

Department	A minimum of 30 posts in the Professional category and above, headed by an Under-Secretary-General. For regional commissions, the title of Executive Secretary is used.
Centre	A minimum of 20 posts in the Professional category and above, headed by an officer at the D-2 level, and exceptionally at the ASG level. The term is to be used in exceptional circumstances, e.g., as a result of a decision of the General Assembly or other organs.
Division	A minimum of 15 posts in the Professional category and above, headed by a Director at the D-2 level. (For regional commissions, a minimum of eight posts in the Professional category and above, headed by a Chief at the D-1 level.)
Branch/Service	A minimum of eight posts in the Professional category and above, headed by an officer at the D-1 level with the title "Head of Branch". The term "Service" is to be used for elements whose work is essentially of an administrative support or service nature. The terms "Branch/Service" should not be used in the regional commissions.
Section	A minimum of four posts in the Professional category, headed by a Chief at the P-5 or P-4 level.
Unit	A minimum of four posts and headed by Chief of Unit. For use of the term, there should be a demonstrated need for a designated supervisor and for recognition outside the department/office.

In cases where an organizational element meets the criterion of number of posts, but the level of the head is above the criteria for that level, more weight should be given to number of posts than to level of head.

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a/ For a detailed description, see A/C.5/32/17 of October 1977, General Assembly resolution 32/204 of 21 December 1977, A/C.5/33/6 of 19 September 1978, and Second Report of the Interdepartmental Working Group on Organizational Nomenclature of November 1979.